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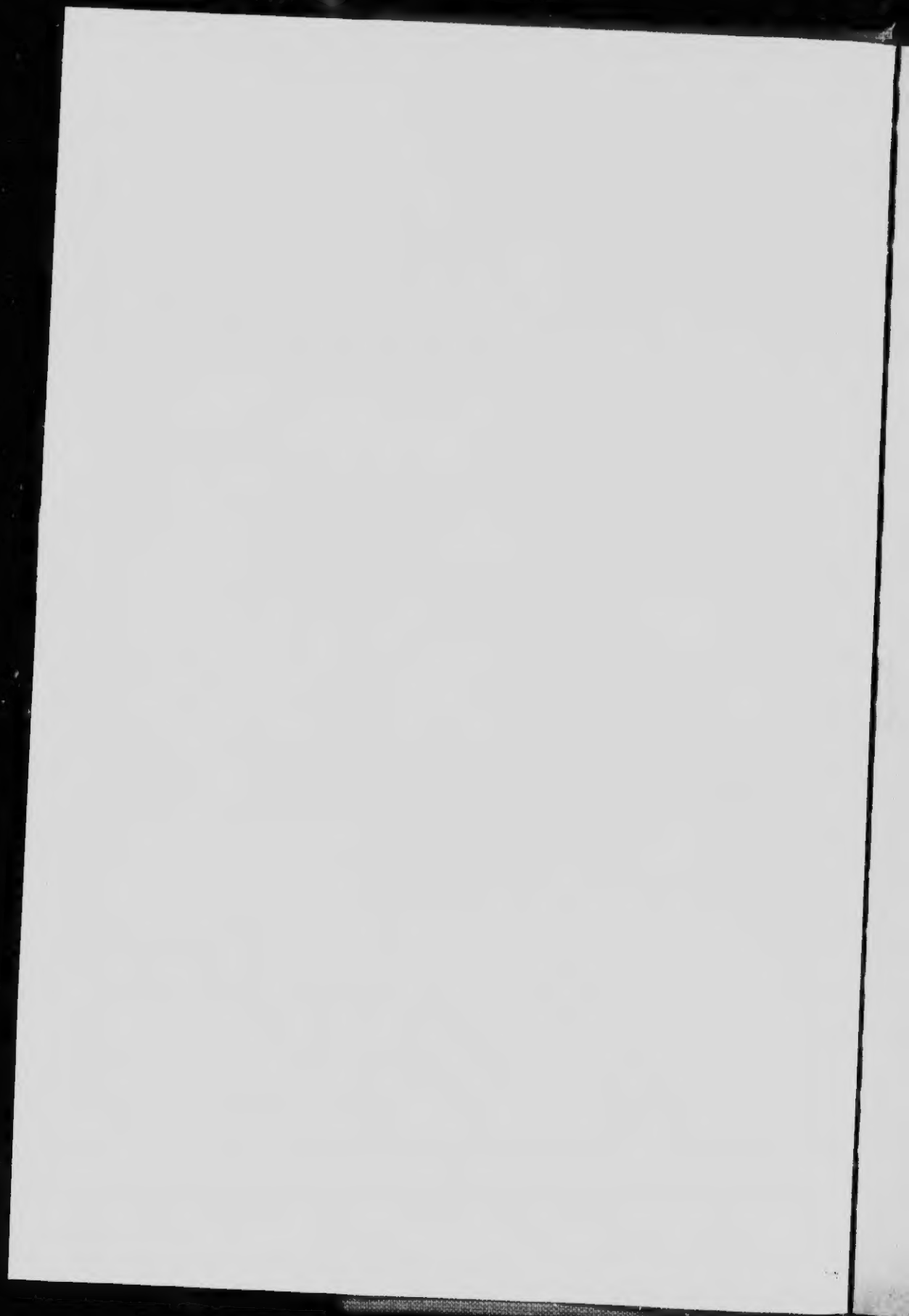
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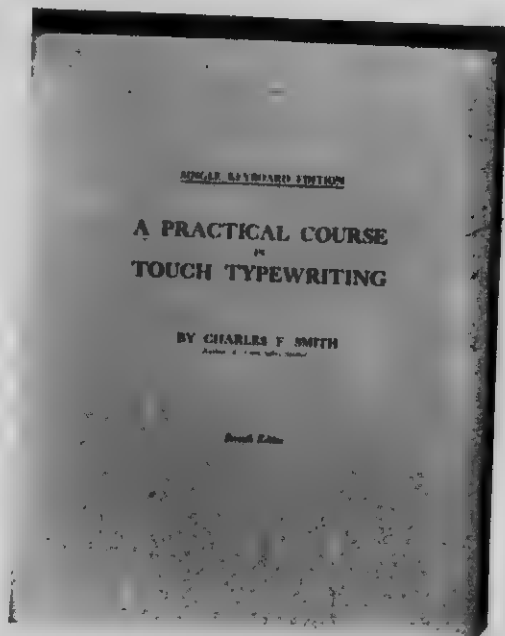
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PAGE

PACING

PACIFIC

PACK

PACKAGE

**CODE WORD**

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CODE WORD

PALTRY

POSITION

PANTHER

PAD

PADDLE

PADDLED

CODE WORD

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—Continued.

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CODE WORD



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PATH

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PENAL  
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## CODE WORD

PATCH

PARK

PLUMP

PAIR

PEA 1  
PEACH 2  
PEACEFUL 3

PEACH 1  
PEACOCK 2  
PEAK 3

PAWN 1  
PAX 2  
PAY 3  
PAYABLE 4

AYER 1  
AYER 2

PEACE-  
WEEK

PORTEND

PLEASE

CODE WORD

PEPPER

PAIR.

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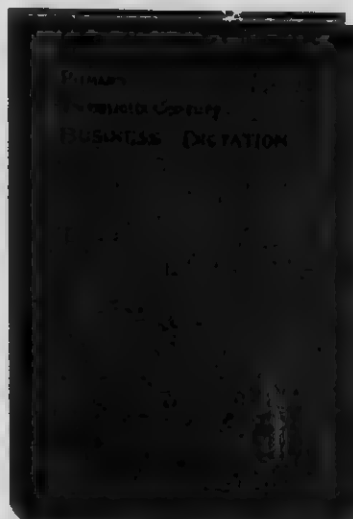
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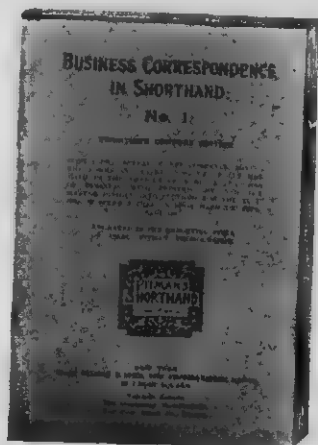
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CODE WORD

PATHETIC

PEDDLE

PATHOS

PATIENCE

PATRIOT

PATROL

PATRONAGE

## CODE WORD

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PENBLY

PEDAL

PENDANT

PICK

PECULIAR

PEDAGE

POMP

PANIC

PANSY

PANTING

PALATE

PALAUER

PALISADE

PALLET

PARALLEL

PICK

PICKET

PICKLE

PICNIC

**CODE WORD**

**PICTURE**

**PIERCE**

**PIER**

**PIERCE**

**PIETY**

**PIG**

**PIGION**

**PILG**

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- Money, Exchange and Banking.** 312 pp., cloth, gilt, \$2.00. By H. T. Easton, Associate of the Institute of Bankers. Treats of the above subjects in their practical, theoretical, and legal aspects.
- Bank Organization, Management and Accounts.** By J. F. Davis, M.A., D.Lit., LL.B. (Lond.). \$2.00.
- Office Organization and Management.** 315 pp., cloth, gilt, \$2.00. By Lawrence R. Dicksee, M. Com., F.C.A., and H. E. Blain. This volume gives in detail, with the aid of specially selected illustrations and copies of actual business forms, a complete description of management and organization under the most improved and up-to-date methods.
- Insurance.** 408 pp., cloth, \$2.50. A Practical Exposition for the Student and Business Man. By T. E. Young, B.A., F.R.A.S., Ex-President of the Institute of Actuaries, and Member of the Actuarial Society of America. A thoroughly practical Treatise for all engaged in Insurance work. Treats fully of Life, Fire and Marine Insurance. A work of living interest, and will prove of the utmost practical value. Adopted by Yale University.
- The Elements of Insurance.** 133 pp., cloth, 50c. A Guide to the Principles and Practice of Accident, Fire, Marine, and Life Insurance.
- Insurance Office Organization, Management and Accounts.** 150 pp., cloth, \$1.50. A Companion Volume to "Insurance." By T. E. Young, B.A., F.R.A.S., and Richard Masters.
- Pitman's Commercial Geography of the World.** 324 pp., colored plates and maps. Cloth, gilt, 85c.
- The World's Commercial Products.** 400 pp., 420 illustrations. By W. G. Freeman, B.Sc., F.L.S., Superintendent, Colonial Economics Collections, Imperial Institute, London, and S. E. Chandler, D.Sc., F.L.S., Assistant, Colonial Economic Collections, Imperial Institute, London. With contributions by numerous specialists. Cloth, \$4.25.
- The World and Its Commerce.** 128 pp., thirty-five maps. Cloth, 50c.
- Dictionary of the World's Commercial Products.** 163 pp., \$1.00. Second Edition, Revised. With Equivalents in French, German, and Spanish. A simple and concise encyclopædia, giving in clear and accurate language a description of all the principal commer-

CODE WORD

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cial products of the world. Information is supplied as to the sources of production, the uses to which the various products are applied, and the countries which trade in them.

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|-----------|--|
| POUR      | Pitman's <i>Economic History of England</i> . 400 pp., with diagrams. Cloth, gilt, \$2.00. By H. O. Meredith, M.A.   |
| POUTING   | Pitman's <i>Commercial History</i> . 272 pp., cloth, \$1.00. By J. R. V. Marchant.   |
| POWERLESS | <i>Encyclopædia of Marine Law</i> . 300 pp., cloth, gilt, \$2.00.  |
| POTENCY   | <i>Primer of Bookkeeping</i> . 40c. An Introductory and Preparatory Course.  |
| POTENT    | <i>Answers to "Primer."</i> Cloth, 40c.  |
| POTTER    | Pitman's <i>Advanced Bookkeeping</i> . 187 pp., cloth, \$1.00.   |
| POTTERY   | <i>Answers to "Advanced Bookkeeping."</i> Cloth, 40c.  |
| POUCH     | Pitman's <i>Complete Bookkeeping</i> . 372 pp., cloth, \$1.50.   |
| POULTICE  | <i>Answers to "Complete Bookkeeping."</i> Cloth, 85c.  |
| POUNCE    | <i>How to Teach Bookkeeping</i> . 200 pp., cloth, \$1.00.  |
| POUND     | Pitman's <i>Business Man's Guide</i> . 500 pp., cloth, \$1.25.   |
| PRATE     | <i>The Card Index System: Its Principles, Uses, Operations and Component Parts</i> . By R. B. Byles. Cloth, 108 pp., with illustrations. Price, 50c.                             |
| PRATTLE   | <i>Systematic Indexing</i> . By J. Kaiser, Librarian of the Tariff Commission. Cloth, gilt, with 32 illustrations and 12 colored plates. Price, \$4.50.                          |
| POVERTY   | <i>Business Terms and Phrases</i> . 164 pp., cloth, 85c. Containing Explanations of Terms, Phrases, and Abbreviations, in English, with French, German, and Spanish Equivalents. |
| POUNDER   | <i>Economics for Business Men</i> . By W. J. Weston, M.S., B.Sc. 128 pp., cloth, \$1.00.   |
| POUNDING  | <i>Salesmanship</i> . By W. A. Corbion. 158 pp., cloth, \$1.00.  |



## COMMERCIAL PUBLICATIONS

In this section of our Catalogue we have included those books which are specially suited for use in Canadian Business Colleges and Commercial Schools.

With one exception, all our commercial texts are the product of Canadian authors. In every case these authors are men who have had extensive experience in commercial college work. Those who have produced works of a practical nature have had wide and successful practice in mercantile life. All our works are kept thoroughly up-to-date by constant revision. All are strong and handsomely bound. No expense is spared in making each book attractive to the pupil, not only by profuse illustrations, but also by proper typographical display.

Extra strong, heavy wrappers are used for packaging, so that every text will reach its destination in perfect condition.

Extra quick service is guaranteed in filling orders.

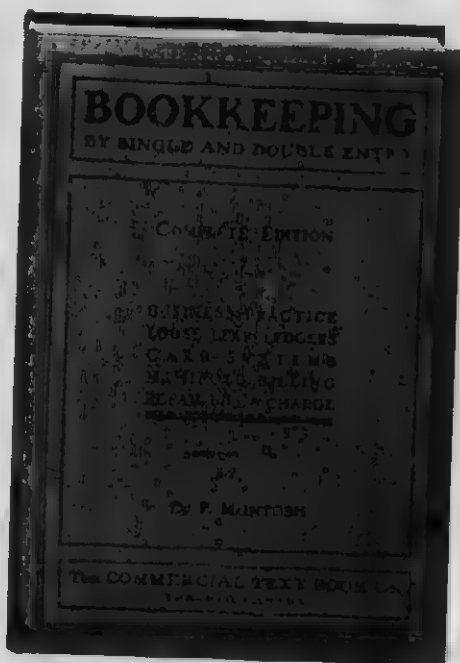
CODE WORD

## BOOKKEEPING AND BUSINESS PRACTICE.

BALE

**Bookkeeping by Single and Double Entry**, including Introductory Business Practice. By P. McIntosh. Handsomely bound in cloth. Revised and enlarged. 8 by 10½ in. 265 pp. Price, \$1.50.

The first illustration in this book shows how a Deposit Slip is filled in. The last illustration is of a form used in Cost Accounting. The scope of the work is apparent. It deals with simple Journalizing and Posting on the one hand, and with the intricacies of Partnership Settlements, Joint Stock Companies, and involved Financial Statements on the other. No feature is omitted which would tend to give the student a mastery of any of the difficulties that would crop up in bookkeeping, as it is done under the most approved systems.



Business practice is made an important feature of the work from beginning to end. The first exercise is a business practice. The student is taught the meaning of a business transaction and how to draw up the forms used. The use of the Loose Leaf Ledger, the Card System, the Manifold Bill and Charge System, and similar devices, is made part of the student's practice from beginning to end.

Wholesale Prices are quoted on pages 71 and 72.

## BOOKKEEPING AND BUSINESS PRACTICE—Continued.

CODE WORD

The teacher who has to give individual instruction to students dropping in at any time is particularly kept in view. The opening practices are simple, thoroughly explained, and it requires but little time to get a student started and interested in his work. The work is divided into clearly outlined sections with instructions at the end of each as to getting work certified. The student is thus assisted in an orderly planning of his work, and the teacher assured of work coming in at regular intervals for record.

The work has a definite standard of attainment in view. A student who has mastered it should be able to write the Primary Examination of any of our Institutes of Chartered Accountants, and in many cases to write the Intermediate Examination. This means that there has been a judicious mixture of the Theory of Accountancy with the Practice of Bookkeeping. Financial statements, for example, are made the subject of special articles in three different places. The student is led by easy stages to an understanding of the Revenue Account, its division into Manufacturing, Trading, and Profit and Loss Account. The Balance Sheet, with proper classification of Assets and Liabilities, is just as clearly explained. Such features as changing from Single to Double Entry, Intricate Entries in Opening and Closing Joint Stock Company Books, keeping Self-Balancing Ledgers, and making Partnership Adjustments, are all treated in a systematic and comprehensive way.

Forms of books and special rulings receive special attention. The Synoptic, the Cash Book, with special columns for Bank Account, Ledgers with different rulings, different forms of Sales and Purchase Books, are not only illustrated but made the subject of part of the student's course.

The text is handsomely illustrated throughout with many cuts of books and forms used. It is thoroughly revised from time to time. It is printed and bound in a most attractive way. Altogether it forms a most desirable text.

**Introductory Edition Bookkeeping by Single and Double Entry.** Cloth, 80c. Containing 137 pages of the Complete Edition; especially suitable for Night School work.

BEAM

**Advanced Edition Bookkeeping by Single and Double Entry.** Cloth, 75c. Containing pages 138 to 265 of Complete Text.

BIRCH

**Stationery and Forms for Introductory Business Practice.** 15c. These forms are required for the practical work contained in the first 84 pages of "Bookkeeping by Single and Double Entry," and are put up neatly in a large manilla envelope. They include 6 Letterheads, 3 Checks, 2 Deposit Slips, 7 Drafts, 8 Notes, 3 Receipts, 5 No. 7 Envelopes, 7 Billheads, 5 Statements.

BLOCK

**Senior Forms and Vouchers.** 80c. This envelope contains 4 Shipping Bills, 4 Telegrams, 1 Pad Loose Leaf Retail Bill and Charge, 1 Pad Commission Sales Sheets, 2 Pads Loose Leaf Bill and Charge Sheets, 25 Ledger Cards, 2 Loose Leaf Recapitulation Sheets, 1 Sheet Carbon Paper, and 1 Pad Loose Leaf Stock Ledger Sheets.

BOLT

This material is required for the modern methods and practical work outlined in "Bookkeeping by Single and Double Entry," pages 83 to 265.

**Key to "Bookkeeping by Single and Double Entry"** (including Key to "Office Work," Nos. 1 and 2). Sold to teachers only. 50c.

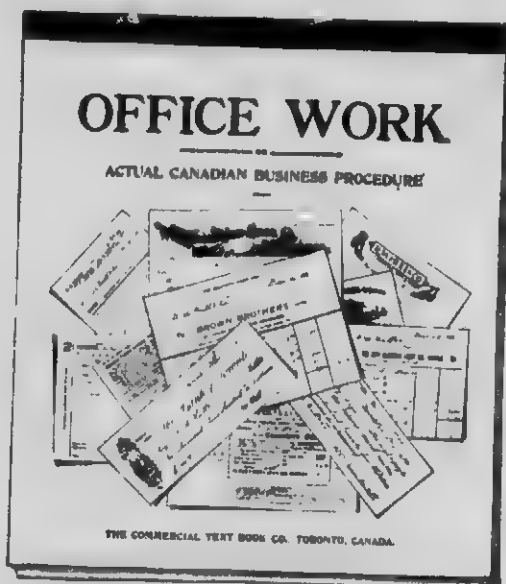
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## BOOKKEEPING AND BUSINESS PRACTICE—Continued.

**Office Work No. 1, or Actual Canadian Business Procedure.** By A. F. Spratt. Size 9 by 12 in. Price, 45c. A Junior Business Practice for the student who has a slight knowledge of bookkeeping. It includes 50 transactions and contains 60 photo-engraved business papers.



The unique feature of this practice is that it puts the pupil in his proper position in an office. The majority of practices of this kind put the student in the manager's chair, and require him to do nothing but the executive part of the business. His whole time is spent in signing notes, issuing checks, accepting drafts, and in those duties which the student will not be required to perform for years. Not so with "Office Work." In this practice the pupil is engaged as "Office Assistant" and is required to do in detail exactly the work which the average young man or woman will meet with in the up-to-date business office. A local invoice comes to hand—the student is required to sign for the goods, check them, and make proper entries; a shipment of goods comes to hand—he is required to handle and file the advice notice and shipping bill, to check off the goods and make entries; a sale is made by one of the firm's travellers—the student handles the traveller's order form, invoices the goods, makes out the shipping bill in duplicate, files one copy, and forwards the invoice; a parcel is sent out by express—he becomes familiar with the various methods of sending out express parcels, with entering up the express book, with making out prepay slips, and the proper method of sending out C.O.D. parcels. The student is required to file all invoices during the month, to check off the statements received, at the end of the month to issue statements to customers, and to handle all kinds of local bills such as telephone bills, electric light bills, local expense bills, etc. Not even the "signing for a parcel" is omitted.

## BOOKKEEPING AND BUSINESS PRACTICE Continued.

CODE WORD

The student also receives the same training as is provided by the ordinary business practice. He is required to handle all kinds of commercial forms, to issue checks, to draw on customers, to accept drafts, etc. He takes off a trial balance and balance sheet. He closes his books and produces a proof trial balance. He files his vouchers for the month and makes a complete report to his teacher.

All the business forms used in this practice, such as invoices, statements, checks, notes, money orders, traveller's order forms, shipping bills, advice notices, delivery receipts, etc., are photo-engraved direct from papers which have been actually used by reliable Canadian wholesale and retail firms.

No matter what text on bookkeeping may be used, "Office Work No. 1" may be introduced as an interesting business practice just as soon as the student can close a set of books. If our text, "Bookkeeping by Single and Double Entry," be used in the class room, we recommend the introduction of "Office Work No. 1" after Section 9. If the Canadian Standard text be used, "Office Work No. 1" should be introduced before the "June" exercise on page 51.

**Forms and Supplies for Office Work No. 1.** Price, 40c. Letter Paper, Envelopes, Drafts, Deposit Slips, Check Books (30 checks), Invoices (printed), Statements (printed), and Files.

BUGGY

**Key to "Office Work" No. 1** is contained in Key to our text on bookkeeping, "Bookkeeping by Single and Double Entry."

BOND

**Office Work, No. 2** (Wholesale Groceries). An Intermediate Business Practice by A. F. Spratt. 50c.

BONNET

**Incoming Orders, Incoming Business Forms, and Envelope of Stationery.** \$1.00.

As suggested above, this business practice includes a Book of Instructions, a Pad of Incoming Orders, a Pad of Incoming Papers, and an Envelope containing the necessary stationery for the student's use.

This work introduces many features which are included in the daily routine of actual business, but which have never before been incorporated in any book or business practice.

One of the principal features of this text is "Sales." Not the "Sold to John Brown" kind which you meet with in other works. Sales are treated by the student as they are treated in the business office. The student is not merely the bookkeeper in this work. He gets a wider knowledge of business. He learns all about the **Order System** from the time the traveller writes out the Customer's Order in the order book until the goods are shipped; every record in connection with the sale is made in every book or on every form, and every form is filed.

The student receives the Order, makes proper records on it, copies it in duplicate, gives it a number, gives the original a number, files the Original, acknowledges the Order by the multiple order system, enters the necessary records in the Order Register, ships the goods, makes out a Back Order if necessary, makes out the Bill of Lading, the Express Book or the Delivery Book, makes the necessary records of shipment on the Filled Order Form, invoices by the Loose Leaf Manifold Billing System, completes his Order Register, mails his Invoice, files his Loose Leaf Sales Record in his Loose Leaf Sales Book, enters up his Loose Leaf Perpetual Inventory, files his Filled Order numerically, enters up his Loose Leaf Recapitulation Sheet, and posts to his Loose Leaf Sales Ledger. All for one simple sale, you say. Yes, that is the course

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### BOOKKEEPING AND BUSINESS PRACTICE—Continued.

of every order in every well systematized business office. Quite different from the "Sold to John Brown" kind, isn't it? Yet this is only one feature of this work.



Transactions are introduced requiring the student to become familiar with the following forms, books, and methods: Travellers' Orders, Mail Orders, House Orders, Shippers' Orders, Order Register, Customers' Acknowledgments, Travellers' Acknowledgments, Home Office Reports; Shipping by Freight, both collect and prepay, Straight Bill of Lading, Shipping Order, and Memorandum; Shipping by Express, collect, prepay, C.O.D., including the prepay slip and express book; Shipping by Delivery, including the Delivery Book; Shipping for Enclosure; Shipping by Mail; Invoicing; Making Perpetual Inventory; the Recapitulation of Sales, Sales Ledger; the General Ledger; Buying Domestic and Foreign Merchandise, the Purchase Order, Certified Invoices, Ocean Bills of Lading, Forwarding Agents' Statement, Advice Notice for Customs Purposes, Forms to be delivered to a Custom House Broker, Advice Notices, Receiving and Checking, Filing; the Purchase Ledger; Banking, including Collections and Discounts, Acceptances returned unpaid, Acceptances returned with partial payment, Depositing, Drawing on Customers through Bank; the Financial Agency; Filling Back Orders; Rendering Accounts; Receiving and Checking Statements; Statement of Assets and Liabilities; the Trading Account.

The student is also given the practice required by the average "set," such as the recording of all transactions in the various books, posting, trial balance, and balance sheet.

A thorough examination is given at the end of the practice.

**Envelope of Stationery** required by the student contains the following: 42 Bills of Lading, 11 Files, 1 Book of Checks, 1 Book of Drafts, 2 C.O.D. Envelopes, 50 Order Forms (padded), 50 Loose Leaf Bill and Charge Forms (padded), 15 Loose Leaf Purchase

## BOOKKEEPING AND BUSINESS PRACTICE Continued.

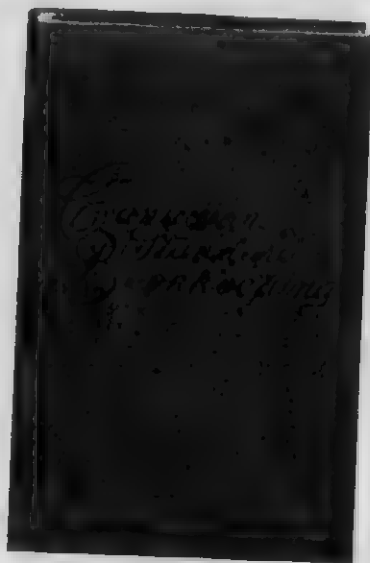
Order Forms (padded), 30 Loose Leaf Perpetual Inventory Sheets (padded), 2 Loose Leaf Recapitulation Sheets, 1 Seven in One Loose Leaf Index for Loose Leaf Binder, 2 Sheets of Pen Carbon, 6 x 8, 1 Sheet of Pen Carbon, 4 x 7, 2 Prepay Slips, 3 Promissory Notes, 10 Statements (padded), 1 Express Book, 1 Order Register, 1 Delivery Book, 1 Bank Pass Book and 8 Deposit Slips.

This work may be used independently of any other text on bookkeeping. When our text, "Bookkeeping by Single and Double Entry," is used, we recommend the introduction of "Office Work No. 2," after Section 19. The Loose Leaf Binder used by the student in the exercises in "Bookkeeping by Single and Double Entry" may be used in working "Office Work No. 2." If the student is working from a text in which the Loose Leaf Binder is not required, before he can satisfactorily complete the work required in "Office Work No. 2," he must be provided with a Loose Leaf Binder in addition to the stationery and supplies contained in his Stationery Envelope.

**Key to "Office Work No. 2"** is included in Key to "Bookkeeping by Single and Double Entry," page 30.

**Bookkeeping Simplified.** By Fred. J. Ney. Cloth, \$1 00. The author has had considerable experience in the teaching of this subject, and his chief aim has been to make the text as practical and up-to-date as possible.

**Key to "Bookkeeping Simplified."** Cloth, gilt. Price, \$1 00.



**Canadian Standard Bookkeeping.** By J. W. Westervelt, C.A. 144 pp. Cloth, \$1 50. The author of this text is not only a chartered accountant, but also a teacher of wide experience. The matter is arranged in a way which leads to an easy mastery of the subject when the student is studying alone. This reduces the work of a teacher in a large class to a minimum. The fifth edition contains a number of new features, which have been selected after careful investigation into the labor saving devices of the largest concerns in the most important business centres.

The work is recommended with the assurance that it will be found thoroughly practical and reliable.

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LADDER

## STUDENT'S LOOSE LEAF SYSTEMS.

**Student's Loose Leaf Ledger.** Size,  $6\frac{1}{2} \times 9$ . Price, \$1.40. This Ledger consists of a binder, 100 loose leaves, and a projecting tab index. It is a convenient size, bound in full buckram heavy stiff board cover. The device for removing ledger leaves is simple, and can be operated with the greatest ease and rapidity. There is no



complicated mechanism to get out of order. This binder may be used to accommodate any style of ruling, such as Ledger, Manifold Bill and Charge System, Stock Ledger, etc. The sheets are bound so securely that the entire weight of the book may be lifted by a single leaf. With this loose leaf system it is not necessary to use as large a sheet as is customary with bound books. No matter how long an account may run, or how much space it may occupy, a sufficient number of sheets can be inserted to take care of it properly, and for short accounts the smaller sheets are preferable. It is the only loose leaf binder within the reach of the student of a business college or shorthand school. It is just as complete as one costing ten or twenty dollars. Every up-to-date business school should supply its students with such a system.

Loose Leaves for above in different rulings are quoted on page 60.

**Loose Leaf Supplies.** See page 60.



## ARITHMETIC.

ARROW

**The New Method Arithmetic.** By P. McIntosh and C. A. Norman. \$1.25. This work presents many radical improvements in the method of presenting the subject of business arithmetic. It does not aim at being odd, however, but rather at being logical.

Arithmetic, like other subjects, must be largely handled in the business school as a matter of individual instruction. The authors have kept the individual student well in mind. While the average arithmetic contains solutions in illustration, the very solutions themselves need explanation from a teacher in many cases. The New Method Arithmetic has tried to make itself so easily understood that the average student, even in the quiet of his own room, can make progress.



## ARITHMETIC—Continued.

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Then the arrangement is logical. Why shouldn't an Arithmetic text, like a Bookkeeping text, present such an orderly arrangement that a student may work through it from cover to cover, in regular order, in completing his arithmetic course? There is no reason why a student should feel that he knows how to work problems in Profit and Loss, while Commission and Brokerage are a sealed book to him. By the "New Method Arithmetic" the student who can find five per cent of an amount is taught the use of this knowledge in all its applications before proceeding to other aspects of percentage. In this way Profit and Loss, Commission and Brokerage, Interest and Discount, Exchange, etc., are taught, not as so many different topics having no relation to one another, but as so many different phases of the one idea of percentage.



Strict attention has been paid to the application of our Canadian laws where they affect solutions. For instance, in all work in Interest and Discount and Partial Payments, the different statutes concerning Interest are lucidly explained and their application illustrated.

A few old friends will be missed from the pages of the "New Method Arithmetic." The Bank Draft at 90 days, the insurance which covers the cost of goods and premium, and similar features, have been dropped.

Plenty of problems for testing the student's ability are given without making the book simply a compilation of questions.

Excellent series of review questions are also given at appropriate intervals throughout the book.

Altogether it is the new Arithmetic for which business educators have been looking.

Answers to Problems in "The New Method Arithmetic." Sold to Teachers only. 10c.

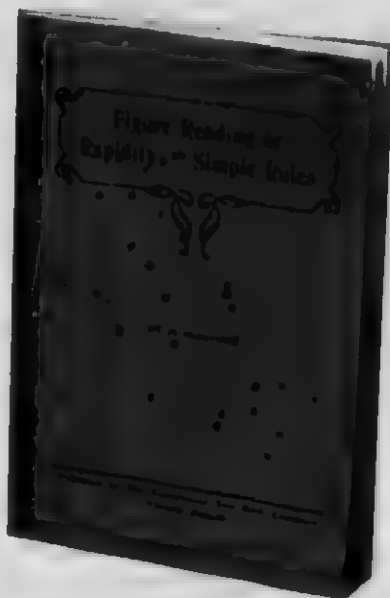
ASTER

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RACE

## RAPID CALCULATION.

**Figure Reading, or Rapidity in the Simple Rules.** By P. McIntosh.  
Size, 7 x 10 $\frac{1}{2}$  100 pp. 45c. This is the only Canadian work published which attempts a systematic course of instruction in addition, subtraction, multiplication and division.



tion, subtraction, multiplication and division. To teach the student to add as he would read is the first great object of the work. Even in the simple matter of simple addition our work is thoroughly systematic. Ample provision is made for holding class drills in concert. Where it is desired to set questions for individual practice, the text provides over 3,000 of such drills on the simple rules alone. The teacher's work in checking results is reduced to a minimum.

In the addition section the text contains alternate pages in script and in print. The student gets practice in adding figures as they would appear in any book of account, while he has before him excellent copy for the writing of good, business-like figures.

A strong feature of the work is the handling of short methods. All those which are adaptable to everyday business use are fully explained and illustrated. Again, the text provides plenty of test problems for individual tests. The work is no experiment. It is the result of ten years' experience in handling the subject and has stood the test in the largest business schools in the country.

This work is a departure from established ideas as to Calculation texts, but it is in no sense an exploitation of freak ideas. It is the direct result of the necessity, felt every day by a teacher, for some means of systematically presenting this subject to a class. Every teacher is familiar with the Rapid Calculator which dismisses the subject of Addition with the wave of the hand in the first page or two, only to plunge into the illustration of a lot of alleged short methods and rules that are of no practical use to the student, and would require a head like a lumber room to retain them. Figure Reading starts with Addition, and continues

### RAPID CALCULATION —Continued.

with Addition through page after page of well graded work until the student can add as he reads. It goes with the teacher into the classroom and presents a definite method of presenting class drills and setting questions. It is the book for which every teacher has been looking. Its methods are unique, but the results are certain.

**Key to "Figure Reading."** Containing answers to all the problems required to be worked by the pupil. An invaluable book for the teacher. We give a Key free with first order for 25 texts. Additional Keys, price 20c.

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### COMMERCIAL LAW.



**Summary of Commercial Law.** By Anger. 160 pp. 75c. This Summary of Commercial Law is applicable to all the Canadian Provinces and Newfoundland. It contains the pith and substance of our mercantile laws—which are made up of Statute Law, Common Law, and Court decisions, known as Case Law—boiled down, classified and plainly stated, just suited to the school room, the accountant and the busy man of affairs with whom time is money and knowledge spells safety.

Each chapter, treating of a distinct branch of Law, contains the practical instruction embodied in a standard law work of four or five hundred pages, reduced to a single chapter; therefore it is comprehensive—a genuine law course on this one line. It is the production of a specialist in Commercial Law, and is revised each year, incorporating any change made either by a judge's decision or Parliamentary enactment, so that teachers and students using this text will never be studying obsolete law.

For accuracy, clearness of expression, and the practical nature of the 160 pages, it has no equal.

LUMBER

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LUCKY

LUCKIEST

LYCEUM

DODGE

### COMMERCIAL LAW—Continued.

**Digest of Canadian Mercantile Law.** By W. H. Anger. Eastern Edition, \$2.00.

Western Edition. Same as above, but containing an additional chapter, giving the Western Provinces' Land Titles Act, and the Statutory Forms. \$2.50.

**Laws of Business.** By C. A. Fleming, F.C.A. \$1.50.

**Telegraph Instructor.** By Dodge. Cloth, \$1.30.



### CORRESPONDENCE.



CAMERA

**Business Letter Writing and Follow-up Systems.** By E. Warner. 150 pp. Price, 90c. This work comprises a general course in writing actual business letters, keeping records of the same, and in the method of "following-up" all inquiries and turning them into orders. The entire work is divided into definite and carefully planned lessons and sections, and written exercises are required in connection with each lesson. Section 1 contains complete lessons on the Different Parts of a Letter, Inserting and Sealing, and Superscription. Section 2, on Common Errors in English, Capital Letters, Punctuation Marks, Copying Letters (and a mine of useful general points). Section 3, on various kinds of business letters. Each kind of business letter is illustrated by one or more forms, points to be observed in writing such letters are numerically arranged for quick, ready reference, and each lesson is completed by requiring the learner to write from five to twelve different letters of each class. Section 4 contains the latest ideas on Circular Letters, Form Letters, Alphabetical and Numerical Systems of Filing Correspondence, Follow-up Letters, with several illustrations, Telegrams, Cablegrams, and Proof Reading.

The one section in this book showing how to turn inquiries into orders and money, planning and engineering a circular letter campaign and handling general correspondence, is the most im-

## CORRESPONDENCE—Continued.

portant feature of business correspondence ever published. The section outlines a most effective "follow-up" system that automatically handles each inquiry, sends out a "follow-up" letter at the precise time needed, and makes every letter contain the very point or argument that will win a favorable decision. Actual business conditions are brought into the school-room, the learner being required to write letters of inquiry, file them, write replies, take copies of replies and file them, write "form letters," record them on cards, write "follow-up" letters, write their proper card system records, write "special" letters and file them, and, in fact, carry on an effective advertising campaign. This is the only text-book that contains such an up-to-date course.

**Students' Stationery for Business Letter Writing and Follow-up Systems, Section 4, 20c**

The envelope contains 10 Letter Heads, 3 Bill Heads, 3 Statements, 6 Checks, 4 Notes, 2 Private Post Cards, 10 Follow-up Cards (printed), 3 No. 9 Envelopes, 6 No. 7 Envelopes.

**Manilla Folders.**  $8\frac{1}{2} \times 11\frac{1}{2}$ . For Vertical Filing Cabinet (for students' use). 12 in Set, 10c.

**How to Write a Business Letter.** By C. A. Fleming, F.C.A. 75c.

**Style Book of Business English.** 235 pp. 85c. New and Enlarged Edition. For Stenographers and Correspondents. This new treatise will especially appeal to the teacher of English wherever it is seen. Teachers of this subject using this work can feel assured of vastly better results than they have ever before secured. The new edition contains a special chapter in Card Indexing and Letter Filing, fully illustrated.

**Key to "Style Book."** 20c.



## SPELLING.



**Pitman's Cumulative Speller.** Canadian Edition. 112 pp., cloth, 40c. By Charles E. Smith, author of "A Practical Course in Touch Typewriting." A modern and practical speller for Commercial

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CHAMPION

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### SPELLING—Continued.

Education. As the title indicates, the plan is cumulative. Each lesson consists of sixteen words, the first twelve of which are respelled phonetically and defined. The syllabication, pronunciation, and definition of the remaining four words should be assigned to the student, either as homework or seat-work. A homework dictionary, containing all of these special words, is included in the Speller at the end of the first hundred regular lessons. This feature of the work is intended to afford the student a ready means of acquiring the dictionary habit—a habit so essential to all who take pride in turning out accurate work. Nearly all of the words assigned for homework are later on repeated in the regular lessons, so that the lessons review themselves and reduce to a minimum the necessity of having special review lessons. This work contains a special chapter on the New Spelling, together with the 300 words recommended by the Simplified Spelling Board.

SENIOR

A Special Edition of "Cumulative Speller" is also issued with a **Short-hand Vocabulary**, for schools teaching the Isaac Pitman system. Cloth, gilt, 145 pp., 50c.



SEAWORTHY

**Canadian Business Speller.** 94 pp., cloth, 40c. By A. M. Kennedy. A new text, designed particularly for Canadian Commercial Classes, containing a carefully selected list of words, twenty-five to the lesson. The words are arranged alphabetically, and appear first in their ordinary form. On this account, the words can be found more easily than in a dictionary, and the work forms a convenient reference book. A remarkably simple and accurate phonetic method of indicating the pronunciation is used. Meanings are much more complete and satisfactory than in other spellers. The Speller contains an extensive list of words frequently mispronounced; a section on Simplified Spelling, together with the list of words recommended by the Simplified Spelling Board; fifteen Examination Tests of 100 words each; Rules for Punctuation; Canadian Towns, Cities and Provinces; and Abbreviations.

## SPELLING—Continued.

**Modern Business Speller.** 40c. By Mayne. A first-class Speller for school use.

**Pitman's Commercial Dictionary.** The latest and best pocket dictionary. 384 pp. Boards, lettering in color, 25c. French morocco, 50c. At the suggestion of a number of teachers who have found the various present-day pocket dictionaries incomplete and inaccurate for commercial and public school work, we have prepared this work, which contains many features not found in books of this character.

**Pitman's Pocket Dictionary of the English Language.** This Dictionary furnishes, in a form suitable for ready reference, a guide to the spelling and meaning of words in everyday use, and it is a trustworthy authority on the best modern English usage in spelling. The definitions, though necessarily concise, are thoroughly accurate. A list of Abbreviations in General Use is given. Size, 3 x 5 in., cloth, gilt, 362 pp., 40c; leather, 50c.



## WRITING.

**Sprott's System of Business Writing. Part I.** 36 pp., 10c. This little work is intended for junior pupils, and is the only text published which presents the important subject of Writing in a manner which conforms with the latest pedagogic ideas. The subject is introduced by the use of games and pictures. In this manner the intense interest of the youngest pupil is secured and maintained until the games or picture movement drills are developed into small letters, capital letters, words and sentences. The work, or play, as it really should be designated, introduces the use of the blackboard. The lessons are properly graded. Fifty interesting and simple picture exercises are illustrated. These are later developed into letters and words by means of sixty-four full-line movement drills reproduced direct from the author's pen-written originals. Teachers and pupils using this text will enjoy the benefit of the author's experience as Instructor of Writing for a number of years in one of the largest Canadian normal schools.



**Sprott's Metronomic System of Writing. Part II.** Revised and Enlarged. Size, 6 x 8 in. Price, 25c. This work contains over two hundred full-line copies, including movement exercises and drills, word exercises and sentence copies, photo-engraved direct from

CODE WORD

SHADOW

SMART

SMASH

WATER

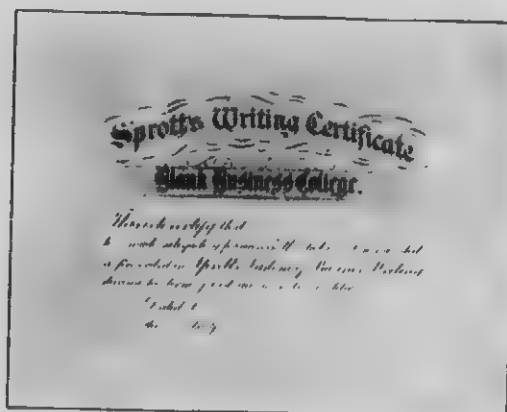
WEATHER

## WRITING—Continued.

pen-written originals. All the lessons are properly graded, and the novel and scientific plan of securing regularity of movement by the use of the Metronome is thoroughly explained. Clear and explicit explanations are given with each lesson. It is not only a companion to the teacher, but a guide to the student.

**Sprott's Writing Diploma.** Size, 14 x 16 in. Given free to students who have studied from Sprott's Metronomic System of Writing, and have reached such a degree of proficiency as will warrant the author in awarding this diploma. The number issued to any school will not be limited, but the diploma will be awarded only to those who have acquired a very high standard of proficiency. Free sample for framing will be sent and full particulars given to any teacher upon application.

**Sprott's Writing Progress Certificate.** Size, 11 x 14 in., is given free of charge to students who while studying from Sprott's Metronomic System of Writing, have made satisfactory progress during their school term. A sample of this certificate will be sent to any teacher who will agree to frame it and hang it in a conspicuous place in the class room. The awarding of this certificate will give every student in the class something to strive for, since the certificate will be given for satisfactory progress, the only test being a comparison of the applicant's writing at the beginning and end of the period for which the certificate is awarded. Full particulars will be given to teachers upon application.



**Sprott's Penmanship Gold Medal.** A handsome Gold Medal will be donated by A. F. Sprott to the best writer in Canada. Only those students studying from "Sprott's Metronomic System of Writing" will be eligible. The Medal will be donated in the month of June in each year, after all specimens have been examined.

Students graduating from any school during the fall term may compete by writing on the prescribed examination and leaving the required specimens with the principal or penman of the college, to be submitted to A. F. Sprott, on or before the first of June. No candidate will be eligible unless he write on the examination prescribed by A. F. Sprott, full particulars in regard to which may be secured by the principal or the penman of the college.



# STATIONERY

WHEN ORDERING BY TELEGRAM USE OUR  
CODE FOR MATERIAL AND QUANTITIES

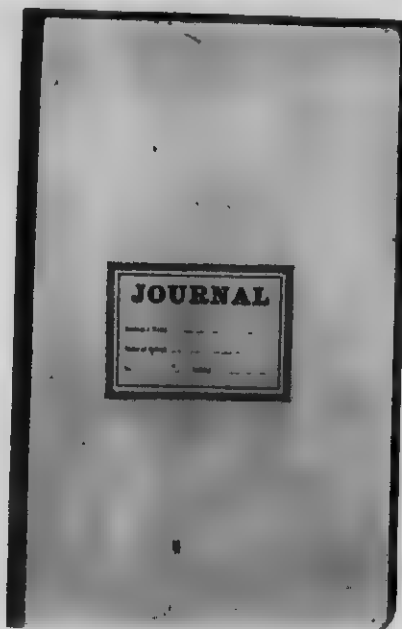


## BLANK BOOKS

Our Blank Books are made of superior quality white wove esparto grass paper, which is the highest grade of writing paper other than bond. Press Board used in covers is of the highest grade, grey in color. Corners are trimmed round and blanks are well bound with cloth backs. In many cases explanations are printed. All money columns are ruled with unit columns. All book-keeping blanks are paged. We could supply blank books of an inferior quality at greatly reduced prices, but our experience has proved that our customers are satisfied with NOTHING BUT THE BEST. All blanks are packaged in strong sealed packages of 20's.

CODE WORD

## BLANK BOOKS.



		RETAIL PRICE
STAB	Journal, 8½ x 13½. 64 pp., paged, heavy press board cover, unit columns. Per dozen.....	\$2.40
STABLE	Ledger, 8½ x 13½. 64 pp., paged, heavy press board cover, unit columns. Per dozen.....	2.40
STACK	Cash Book, 10 x 16. 24 pp., paged, explanations printed, press board cover. Per dozen.....	2.88
STACKER	Cash Book, 8½ x 13½. 24 pp., paged, ruled three money columns, unit columns, heavy press board cover, cloth back, round corners. Per dozen.....	1.80
STADIUM	Invoice Book, 8½ x 13½. 24 pp., paged, press board cover. Per dozen.....	1.80
STAFF	Sales Book, 8½ x 13½. 24 pp., paged, press board cover. Per dozen.....	1.80
STAGE	Bills Receivable, 8 x 9. 20 pp., paged, printed, press board cover. Per dozen.....	1.68
STAGGER	Bills Payable, 8 x 9. 20 pp., paged, printed, press board cover. Per dozen.....	1.68
STAGNATE	The Synoptic Journal, 10 x 16. 14 pp., paged, eighteen money columns, explanations printed, press board cover. Per dozen.....	2.64
STAID	Six Column Journal, 10 x 16. Paged explanations printed, press board cover. Per dozen.....	2.64
STAIRS	Blank Notes on Arithmetic, 8½ x 13½. 80 pp., ruled, press board cover. Per dozen.....	2.64
STAKE	Blank Notes on Law, 8½ x 13½. 80 pp., ruled, press board cover. Per dozen.....	2.64
STAKED	Writing Blank. 50 pp., cover heavy manilla, wire stitched, printed, interior superior English velvet finish E.W.D. white wove paper. Per dozen.....	1.44
STALE	Financial Statements Blank, 8½ x 13. 48 pp., alternate pages ruled for trial balances and balance sheets. Heavy tag manilla cover. Per dozen.....	1.92

For Wholesale Prices see page 72.

### BLANK BOOKS—Continued.

	RETAIL PRICE
<b>Spelling Blank</b> , 8½ x 13½. 80 pp., ruled horizontally, also with three columns vertical, with heavy heading. Heavy tag manilla covers. Good white wove paper. Per dozen..	\$2 16
<b>Correspondence Blank</b> . 72 pp., superior E.W.D. white wove writing paper, eight pages in centre are first-class copying tissue for copying letters, heavy manilla cover, printed, wire stitched. Per dozen.	1 68
<b>Stenographers' Letter Copying Book</b> . 116 pp., 20 pages for index, superior copying tissue. Cover heavy manilla, printed, cloth back. Per dozen.	1 92
<b>Exercise Books</b> , 7½ x 10. 56 pp., ruled, medium grade writing paper. Tag manilla cover. Per dozen.	.72

### BLOTTING PAPER.

<b>Students' Package</b> . Size 4 x 9. Six blotters in each package. Per dozen packages	32
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### BLACKBOARD ERASERS.

<b>Weber's Noiseless</b> . Per dozen.....	2.50
---	------

### CHALK.

**Sprott's Penman's Chalk.** After years of endeavor we have had manufactured especially for us a chalk which is as nearly perfect as possible. It makes pure, white, smooth lines. It is perfectly free from grit. It is easy to write with—does not stick. It erases easily. It is especially suited to the use of the penman or the shorthand teacher who is particular about his outlines.

Per box, white.....	\$0.70
Per box, enamel.....	.80
Per dozen boxes, white	7 20
Per dozen boxes, enamel.....	8.00

### ERASERS.



<b>No. 410. Pen and Pencil. Large size.</b> Per dozen..	.90
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<b>No. 428.</b> Per dozen.....	.90
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For Wholesale Prices see page 72.

### CODE WORD

STALK

STALL

STAMP

STANDING

STANZA

STARCH

STARLIGHT  
STARVE

STEEL

STEM

CODE WORD

STATE

STATUE

## CARBON PAPER.

**Sprott's Imperial Carbon Paper.** Best quality. Black, Purple, Blue, or Green. Typewriter use. Box, 100 sheets.

RETAIL  
PRICE

\$4.00

**Pencil Carbon, 5 x 8.** Cut to fit our Loose Leaf Bill and Charge System. Per 100 sheets.

2.00



## DIPLOMAS.



STEAMER

**School or College Diploma, 23 x 18.** Handsome Canadian design, lithographed in black on heavy white ledger paper. On all imported diplomas 35 per cent. duty is charged. In buying from us you get good value without any extra charges.

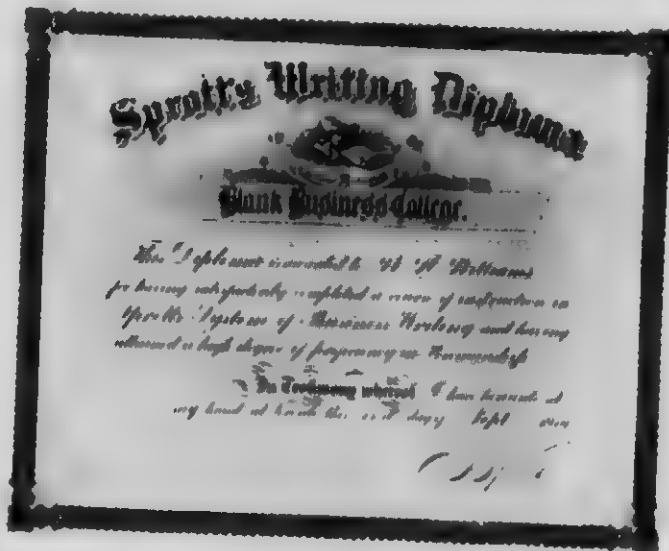
RETAIL  
PRICE

100 diplomas.....	\$36.00	25 diplomas.....	\$11.00
50 diplomas.....	20.00	10 diplomas.....	5.00

Writing Progress Certificate. See page 52.

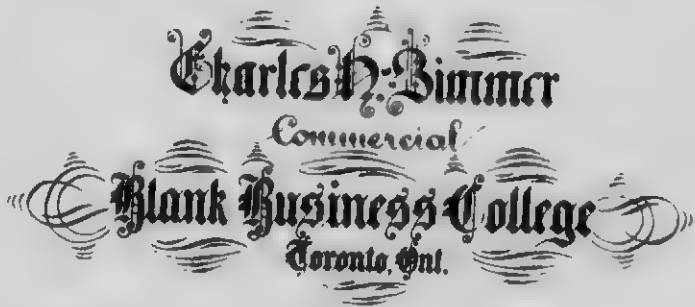
For Wholesale Prices see page 72.

CODE WORD



Diploma for Writing. See page 52.

## ENGROSSING DIPLOMAS.



Filling in Diplomas, lettering similar to reduced sample above. Lettering includes name of graduate, department, name of school or college, city or town, date, etc., \$1.00.



### INK.

RETAIL  
PRICE

Stafford's Commercial Ink, Blue Black, 2 oz. bottles, $\frac{1}{4}$ gross boxes. Round	8-50
bottles, per gross.....	97-50
Stafford's Commercial Blue Black, Quarts, per dozen.....	12.00
Stafford's Red. 2 oz. bottles, corked. $\frac{1}{4}$ gross box, per gross.....	12.00 8-40
Stafford's Red. Pints, per dozen.....	13.00

For Wholesale Prices see page 72.

STENCIL

STERLING

STEW

STIRRUP

## LEAD PENCILS.

CODE WORD

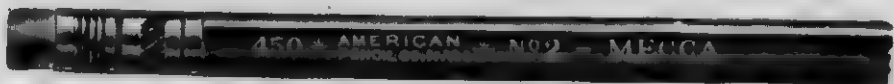
STOCKADE      Venus, H.B. Boxed in dozens. Per gross..... RETAIL  
PRICE  
\$22 00



STOCKHOLDER Velvet, No. 557, H.B. Hexagon, walnut gloss finish, gilt tip and pink rubber, superior appearance and quality. Per gross..... \$10.80



STOCKING Velvet, No. 557, R.B. Round, no rubber, B. A good stenographers' pencil. Per gross..... \$10.40



STOKER Mecca, No. 450. Hexagon, H.B., yellow finish, gilt tip, pink rubber. Per gross..... \$10.00



STONE Phonographic, No. 240. No. 240 is a soft stenographers' pencil. For smoothness and durability it has few equals. Per gross..... \$9.80

STOOL Phonographic, No. 241. No. 241 is harder than No. 240, and is especially suitable for stenographers who write light line shorthand. Per gross..... \$9.80



STOPPAGE Commercial Text Book Co., No. 40. Yellow, hexagon, pink rubber, high grade, splendid pencil for general use. Per gross..... \$8.60



STOP Autograph. Round, with rubber, patent finish. Per gross.... \$7.00



STOPPING Commercial Text Book Co., No. 30. Soft, hexagon, walnut gloss finish, no rubber. An excellent pencil for shorthand writers. Per gross..... \$6.50

STORE Imperial, H.B. Hexagon, without rubber. Good quality. Per gross..... \$6.00

For Wholesale Prices see page 72.

# LEAD PENCILS—Continued.

RETAIL PRICE CODE WORD



Stenographic, Soft. Our special shorthand writer's pencil. Round, walnut gloss finish, no rubber, exceptionally good value. We recommend this one. Per gross.....

STOVE

\$5 60



Eclectic, H.B. Round, nickel tip, white rubber, maroon polish. Per gross.....

STRAGGLE

\$4 60

Commercial Text Book Co., No. 20. Yellow, hexagon, no rubber, H.B. Good value. Per gross.....

STRAGGLER

\$3 50



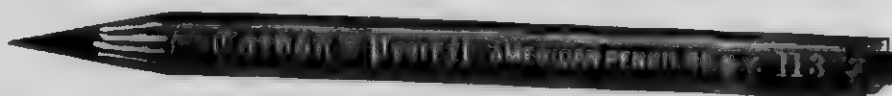
Fides, H.B. Yellow, hexagon, no rubber. Per gross.....

\$2 80

STRAIGHT



## CHECKING, DRAWING AND COPYING PENCILS.



Charcoal, No. 149. Contains a soft, black, charcoal-like crayon. Suitable for crayon drawing, sketching, checking, etc. Per dozen.....

STRAIN

\$1 20

B.B., Bonny Blue. Blue Lead. Per dozen.....

.80

STRANGE

R.R., Rosy Red. Red Lead. Per dozen.....

.80

STRANGER

G.G., Green. Green Lead. Per dozen.....

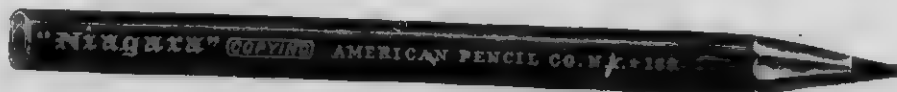
.80

STRANGLE

Diabolo, No. 213, Copying. Round; lavender finish, silver stamp and silver colored mouthpiece, exceptional quality lead. Per dozen.....

STRAWBERRY

\$1 10



Niagara, Copying. Good value. Per dozen.....

\$0 80

STRETCH

For Wholesale Prices see page 72.

## CODE WORD

## LOOSE LEAF SUPPLIES.

Loose Leaf Supplies stipulated below are 5 x 8 in. in size, to fit our 6 x 9 binders, illustrated on page 44. All forms not padded are banded in 100 and packaged in lots of 1M.

**Standard Ledger.** Heavy centre line, date and explanation columns.

**Special Ledger.** Dr., Cr. and Balance money columns

**Journal.** Two money columns, unit lines.

**Cash Book.** Two money columns, unit lines.

**Cash Book.** Three money columns, unit lines.

**Invoice Book.** Two money columns, unit lines.

**Invoice Book.** Three money columns, unit lines.

**Recapitulation Sheets.** For weekly or monthly merchandise sales and credits.

## PRICE ON ABOVE RULINGS.

In lots of 100.....	\$0.60 per C.
In lots of 2000.....	4.00 per M.
In lots of 5000.....	3.20 per M.

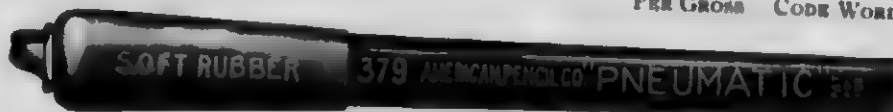
	RETAIL PRICE
STUDDING	<b>Plain Sheets.</b> Punched, bond paper. Per M..... \$2 80
STUDY	<b>Account Sales Forms.</b> 5 x 8, padded 20 in pad, alternate sheets blank. Per dozen pads ..... 1 20
STUDIO	<b>Stock Ledger Leaves,</b> 5 x 8 White bond, padded, 40 in pad, 25 pads in package. Per dozen pads ..... 2 16
STUFF	<b>Manifold Bill and Charge (Wholesale)</b> Azure bond paper, padded, alternate sheets yellow bond, 50 in pad. Per dozen pads ..... 2 16
STUMP	<b>Retail Bill and Charge.</b> White bond, alternate sheets yellow, padded, 30 in pad. Per dozen pads..... 1 68
STUPID	<b>Manilla Tab Index,</b> 5 x 8, 25 sub-divisions, strong ledger paper, heavy manilla tabs on each sheet. Per set..... 30
STURDY	<b>Linen Tab Index,</b> 5 x 8, 26 sub-divisions, extra heavy ledger paper, heavy linen tabs. Per set..... 60
STURGEON	<b>Physicians' Ledger Sheet.</b> Size, 5 x 8. White bond, printed, special ruling for physicians' use. Reduces work to a minimum. Per M..... 4.00
STUTTER	<b>Physicians' History Case Sheets,</b> 5 x 8. White bond, printed and punched. Per M..... 4.00
STY	<b>Physicians' Sick Room Chart,</b> 5 x 8. White bond, printed and punched. Per M..... 4.00
STYLE	<b>Dentists' Ledger,</b> 5 x 8. Printed, with chart of teeth numbered, good bond paper, one side improved ruling, punched. Per M. 4 00
SCAVE	<b>Dentists' Ledger,</b> 5 x 8. Extra heavy ledger paper. Ruled both sides, with special improved ruling prepared by Dr. Horace E. Eaton, of Toronto, printed both sides. Chart of teeth without numbers printed on one side only. Per M. 8.50

For Wholesale Prices see page 72.



# PEN HOLDERS.

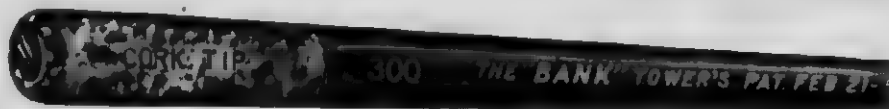
RETAIL  
PRICE  
PER GROSS CODE WORD



No. 379. Soft rubber tip, olive handle, glass finish..... \$14.30 SUB



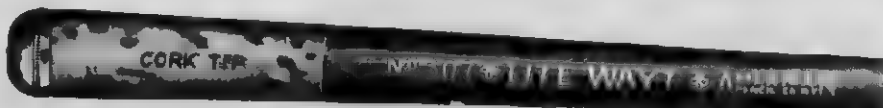
No. 383. Cork tip, emerald glass finish, very handsome. \$12.00 SUBDIVIDE



No. 300, Bank. Cork tip, natural glass finish . \$11.50 SUBDUE



No. 886, Raven. Hard rubber tip, glass finish, medium taper handle... \$10.80 SUBJECT



No. 307, Lite Wayt. Natural glass finish, cork tip, an exceedingly good holder..... \$9.50 SUBJECTIVE



No. 296. Fluted rubber tip, natural glass finish, silver stamp \$9.00 SUBJOIN



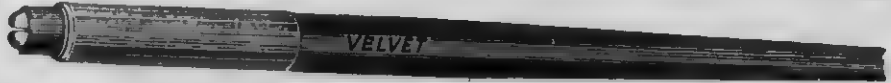
No. 295. Rubber tip, red or black handle, silver stamp \$9.00 SUBJOINED

For Wholesale Prices see page 72.

## PEN HOLDERS—Continued.

CODE WORD

RETAIL  
PRICE  
PER GROSS



SUBJUGATE No. 767, Velvet. With soft rubber tip. Green enamel finish, boxed in dozens. This holder is also stocked in red enamel finish, suitable for red ink work. Exceptional value. When ordering, mention color desired. . . . . \$8.00



SUBLEASE No. 658. Non-metallic tip, plain cedar, gloss finish, a good school holder. . . . . \$4.60



SUBLET No. 651. Swell red enamel handle, silver plated tip. . . . . \$3.50



## PEN NIBS.

We Sell and Recommend only  
**SPROTT'S FAMOUS PENS.**

They are used in business schools, public and high schools, and in offices, from the Atlantic to the Pacific, both in Canada and United States.

Other pen nibs are manufactured according to the suggestions of someone who knows little or nothing about pen nibs.

Sprott's Pen Nibs are graded and finished to suit one who knows a good pen nib, not when he looks at it, but when he uses it.

Sprott's Pens are made of the very best steel which is put into pen nibs to-day, consequently they are Durable. They are made by expert mechanics, therefore they are Regular in Quality. They are finished to suit the fastidious, the expert penman, therefore they Write Smoothly. They are numbered from 1 up, according to the thickness of line produced by each nib, and are therefore graded to suit every hand.

Written with Sprott's Pen No. 1.

For Wholesale Prices see page 72.

## SPROTT'S PENS—Continued.



**Sprott's No. 1.** The Penman's Favorite. Smooth, elastic, durable. The best pen for fine work which has ever been produced. Put up in handsome boxes of 1 gross or  $\frac{1}{8}$  gross

	RETAIL PRICE
Gross Boxes. Single gross.....	\$1.20
Gross Boxes. 12 gross lots.....	1.10
Gross Boxes. 24 gross lots.....	1.00
$\frac{1}{8}$ Gross Boxes. Single gross.....	1.44
$\frac{1}{8}$ Gross Boxes. 12 gross lots.....	1.28
$\frac{1}{8}$ Gross Boxes. 24 gross lots.....	1.20



**Sprott's No. 2.** Sprott's Federation, No. 2, has, during the past few years, superseded all other nibs in business schools. It is rapidly being adopted in the public and high schools in Canada, and has been adopted in many schools in the United States. Owing to the very great number used in Canada the price is exceedingly low, in fact, is out of all proportion with the quality, which cannot be improved upon.

	RETAIL PRICE
Gross Boxes. Single gross.....	\$0.90
Gross Boxes. 12 gross lots.....	.72
Gross Boxes. 24 gross lots.....	.62
$\frac{1}{8}$ Gross Boxes. Single gross.....	1.10
$\frac{1}{8}$ Gross Boxes. 12 gross lots.....	.90
$\frac{1}{8}$ Gross Boxes. 24 gross lots.....	.80

**Sprott's No. 3.** A good school pen, larger in size than No. 2, and coarser grade, but equally as good in quality. Put up in gross boxes only. Prices same as No. 2.

**Sprott's No. 5.** A silvered alloy school pen which will produce a stroke similar to that produced by No. 3. This pen is not quite as flexible as No. 3. Put up in gross boxes only.

	RETAIL PRICE
Gross Boxes. Single gross.....	\$1.10
Gross Boxes. 12 gross lots.....	1.00
Gross Boxes. 24 gross lots.....	.86

**Sprott's Office Pens.** Nos. 6, 7, 8, 9, 10, 11 and 12 are silver office pens. The higher the number the coarser the nib. No. 12 has a ball point. Price same as No. 5.

For Wholesale Prices see page 72.

CODE WORD

SUCCEED

SUCCESSFUL

SUCCOR

SUGAR

SUITOR

SULLEN

# CODE WORD

SULPHUR

SUM

SUMMER

SUMMIT

SUN

SUNBEAM

SUNDAY

SUNDOWN

SUNNY

## SPROTT'S PENS—Continued.

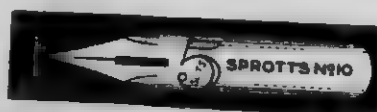


**Sprott's Silver-Alloy, No. 6.** Owing to the fact that the business man seldom cleans the ink off his pen, we have silvered all our office pens, which prevents them from rusting. No. 6 is a fairly fine office pen.

**Sprott's Silver-Alloy, No. 7.** Slightly coarser than No. 6. Put up in gross boxes only. Same price as No. 6.

**Sprott's Silver-Alloy, No. 8.** Produces a stroke somewhat similar to that produced by No. 7. Different design and slightly less flexible. Gross boxes only. Price same as No. 6.

**Sprott's Silver-Alloy, No. 9.** Smooth, fairly coarse, medium flexibility. A nice writer for general office use. Gross boxes only. Price same as No. 6.



**Sprott's Silver-Alloy, No. 10.** Soft, smooth, flexible, coarse. A favorite with the office manager. A special signature pen. Gross boxes only. Price same as No. 6.

**Sprott's Silver-Alloy, No. 11.** Coarser than No. 10 and a little harder. Gross boxes only. Price same as No. 6.

**Sprott's Silver-Alloy, No. 12.** Ball Point. We have manufactured this pen to fill the demand of the public. We do not recommend a ball point pen of any make. Ours is as good a pen of this class as can be produced. Gross boxes only. Price same as No. 6.

**Sprott's Engrossing Pens.** Each box contains 13 Engrossing Pens, including one of each of the following: Crowquill, Sprott's No. 1, Sprott's No. 2, Double-Pointed or Ruling Pen, J Stub, Engrossing Pens, Nos. 1, 2, 3, 3½, 4, 4½, 5 and 6. These Engrossing Pens vary in width of nib according to number. No 6 is the widest and will make a line ⅛ of an inch in thickness. Price, per set, 30c.



## PAPER FASTENERS AND CLIPS.

### Superior Paper Fasteners.

	RETAIL PRICE		RETAIL PRICE
SO—½ in. long, per M.	\$0.80	M5—1½ in. long, per M.	\$1.60
M2—¾ in. long, per M.	1.00	M6—1½ in. long, per M.	1.80
M3—¾ in. long, per M.	1.20	M7—1½ in. long, per M.	2.20
M4—1 in. long, per M.	1.40	M8—1½ in. long, per M.	2.80

### Owl Paper Clips.

(100 in a box.)

No. 2—Per box, 30c.; 10 boxes.....	\$2.50
No. 3—Per box, 36c.; 10 boxes.....	3.00

For Wholesale Prices see page 72.

## RULERS.



CODE WORD

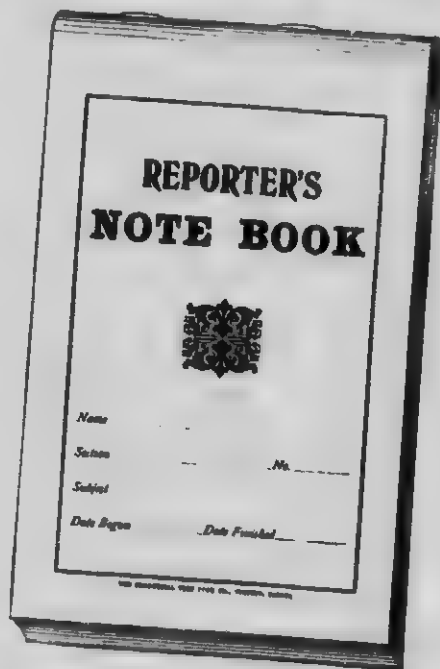
Maple, superior finish, rubbed and varnished, brass edge, 15 inches. Per dozen . . . . .

RETAIL  
PRICE  
\$2.40

## REPORTER'S NOTE BOOK.

Reporter's Note Book, No. 1 M. Size,  $5\frac{1}{2} \times 8\frac{1}{2}$ . 142 pp., exceptionally good quality, English velvet finish, white laid esparto grass writing paper, suitable for pen or pencil. Medium wide ruling. Cover, heavy tag manilla. Packaged in twenties. Per C., \$6.68.

SUNSET



Reporter's Note Book, No. 5 W. Size  $6 \times 9$ . 164 pp. Wide ruling. Paper suitable for pencil use only. Cover, strong tag manilla, Good value. Per C., \$5.00.

SUPERB

Special Imprint Note Books. When ordering 1,000 of either of the above Note Books, we will print any special advertising matter on one side of cover only, other side blank. An additional charge of \$1.00 is made for special cover.

For Wholesale Prices see page 72.

CODE WORD

## RULED PAPER AND FORMS.

<b>Bank Pass Books.</b> College Bank, tag manilla cover. Per dozen	\$0 48
<b>Bill Heads.</b> 6 x 8, English 20-lb. velvet finish paper. Per M.	1 60
<b>Examination Cap.</b> Packaged in 1000's. Per M.	3 50
<b>Foolscap.</b> Star, superior finish. Per ream	3 20
E.W.D., English velvet finish, white wove. Per ream	2 80
Silverton, English, white wove	2 40
<b>Journal Paper.</b> 24 lb., velvet finish, esparto grass paper, ruled unit columns. Per ream...	4 00
<b>Ledger Paper.</b> Same quality as 24-lb. Journal. Per ream	4 00
<b>Ledger Cards.</b> 4 x 6, good Bristol, standard ledger . . . . .	6 00
packaged in 25's. Per M	1 20
<b>Letter Head.</b> 20-lb. English white wove E.W.D. paper, ruled . . . . .	80
packaged in 500's. Per ream	
<b>Statements.</b> 20-lb. E.W.D. stock, ruled, packaged in 500's. Per ream	

## SCHOOL REGISTERS.



SUPPLY

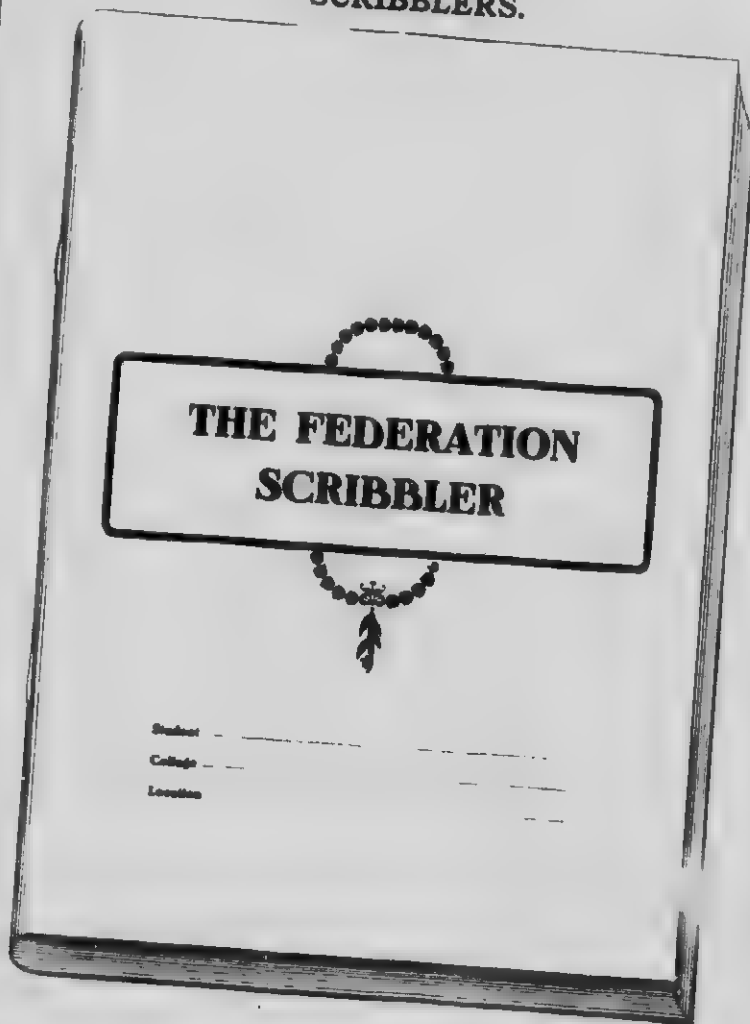
**Commercial School Registers.** Special ruling, suitable for business college use. Neatly ruled for twelve months, and printed to accommodate the following information: Student's Number, Dept., Name, Address, Term Begins, Term Ends, Name of Parent or Guardian, Record of Absence or Lateness, Remarks.

Bound in Half Leather, to accommodate 250 names \$3.00  
 Bound in Half Leather, to accommodate 325 names 3.50  
 Bound in Half Leather, to accommodate 480 names 5.00  
 Subject to wholesale discount.

For Wholesale Prices see page 72.

## SCRIBBLERS.

CODE WORD



SURFACE

**Federation Scribbler.** 200 pp., 9 x 12. Extra good paper, heavy tag cover. Exceptionally good value. Packaged 10 in package. Per C. **RETAIL PRICE** \$8.00

**Student's Work Book (Scribbler).** 100 pp., 7 x 10 in Good quality white paper, for lead pencil use. Heavy tag cover. Extra good value. Packaged in strong, sealed packages, 10 in package. Per C. 5 00

SURGEON

### TYPEWRITER BRUSHES.

Strong, black bristle, for cleaning type. Per dozen. \$2 40

Long handle brush, for cleaning machine. Per dozen 1 44

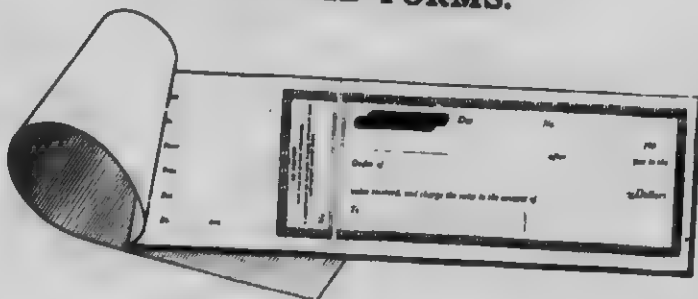
### TYPEWRITER BACKING SHEETS.

Strong, soft paper, 8 x 11 1/2, to protect the platen of the typewriter; every student should be supplied with these Sheets. Per M. \$4 50

For Wholesale Prices see page 72.

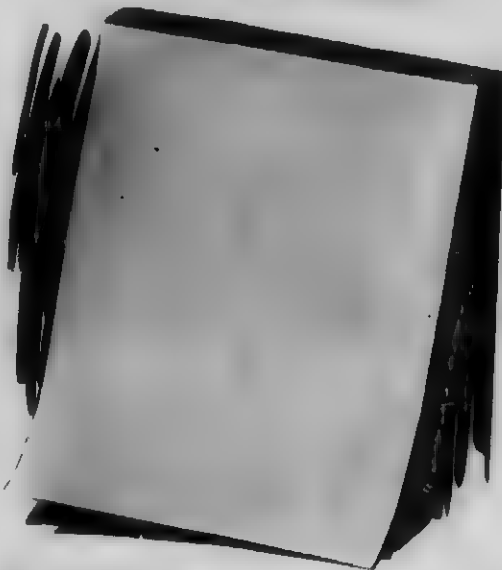
CODE WORD

## PRINTED FORMS.



	RETAIL PRICE
Check Book. College Bank, with stub, manilla cover, 24 checks in book. Per dozen books.	\$1 20
Checks. Loose, no stub, packaged 1,000 in package. Per M.	2 00
Deposit Slips. Loose, packaged in 1,000's, College Bank.	1 80
Drafts. Bound in books, stub and protest slip, 15 in book, manilla cover. Per dozen.	1 00
Drafts. Loose, no stub, protest slip, packaged in M's. Per M.	2 00
Notes. Bound in books, with stub, 15 in book. Per dozen.	1 00
Notes. Loose, no stub, packaged in 1,000's. Per M.	2 00
Receipts. Loose, packaged in 1,000's. Per M.	2 00

## TYPEWRITER PAPERS.



SURMOUNT

**Student's Pad, 8 x 11.** Our Special Students' Pad. Good quality 18-lb. white wove, smooth finish, will not wear out the ribbon, padded with flexible cloth, with pressboard back. 100 sheets, 8 x 11, in each pad.

Lots of 1M.	per M.	\$12 00
Lots of 500.	per M.	13 00
Smaller quantities.	per C.	<del>1 40</del> 14 00

For Wholesale Prices see page 72.



## TYPEWRITER PAPERS—Continued.

**Student's Pad.**  $5\frac{1}{2} \times 8\frac{1}{2}$ . The same quality of paper as in our letter size pad. 200 sheets in each pad. Same price as above.

RETAIL  
PRICE

CODE WORD

SURMISE

**Student's Pad.**  $5\frac{1}{2} \times 8\frac{1}{2}$ . The same quality of paper as in our letter size pad. 100 sheets in each pad. Packaged 10 in a strong, sealed package.

SURMISE

Lots of 500 pads..... per C. \$7.50  
Smaller quantities..... per C. 8.00

### FOR OFFICE USE:—

Manifold, No. 69, Thin, Letter Size.....	Per ream \$1.20
Manifold, No. 69, Thin, Cap Size.....	Per ream 1.40
No. 52, Westminster Bond, Letter Size.....	Per ream 2.30
No. 53, Westminster Bond, Cap Size.....	Per ream 2.50
No. 45A, Thin, Tough Manifold, Cap Size.....	Per ream 2.90
No. 1, Thin, Tough Manifold, Letter Size.....	Per ream 2.90
No. 53R, Westminster Bond, Cap Size, with red marginal ruling.....	Per ream 3.20
No. 39A, Superior Quality Manifold, Cap Size.....	Per ream 4.00
Express Manilla Sheets, Letter Size, especially suitable for carbon copies of all office correspondence.....	Per ream .80
Letterhead, English esparto paper, 20 lbs. to ream, not ruled, packaged in reams.....	Per ream 1.20
Impression Paper, Superior Quality, quick drying, will take ink signature without blurring, Letter Size.....	Per ream 1.30
Cap or Legal Size.....	Per ream 1.80

SURNAME

SURNAMED



## TYPEWRITER RIBBONS.

**NOTE.**—When ordering mention Color wanted, also whether Record or Copying Ribbon is wanted.

**Underwood.** Automatic, Record or Copying, woven edge, 7-16 in. or  $\frac{1}{2}$  in. Mention width wanted. Per dozen..... \$9.50

SURPLUS

Underwood Ribbons are made in two widths, 7-16 and  $\frac{1}{2}$  in. Any Underwood Typewriter having the bi-chrome attachment requires a  $\frac{1}{2}$  in. ribbon. When ordering always mention the WIDTH OF RIBBON REQUIRED.

<b>Remington.</b> Visible, Record or Copying, woven edge. Per dozen.....	9.50
<b>Empire.</b> Record or Copying, woven edge. Per dozen.....	9.50
<b>Smith Premier.</b> Record of Copying, woven edge. Per dozen.....	9.00
<b>Smith Premier.</b> Visible, No. 10, Record or Copying, woven edge. Per dozen.....	9.50
<b>Monarch.</b> Record or Copying, woven edge. Per dozen.....	9.50

SURRENDER

SURROGATE

SURROUND

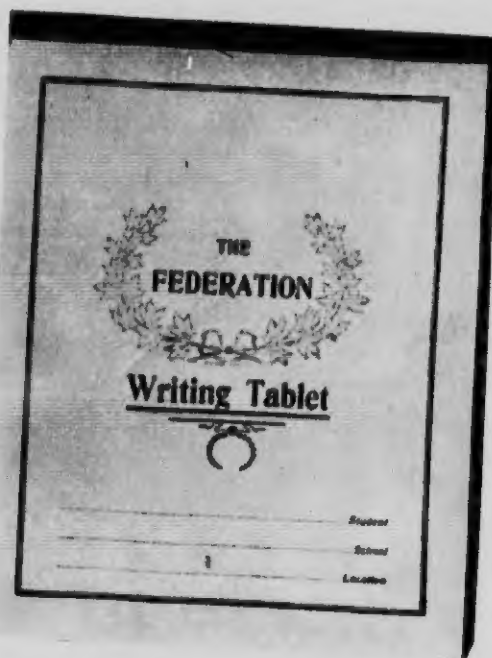
SURROUND-  
ED

SUSPECT

Above quotations are for orders of not less than one dozen.

For Wholesale Prices see page 72.

CODE WORD



SWALLOW

**Federation Writing Tablet.** 100 sheets, 8 x 11, superior velvet finish, English esparto grass paper, ruled, cloth back, blotter cover, printed in two colors; a handsome tablet; 10 in package. Per dozen..... **\$2.52**

RETAIL  
PRICE

**Examination Tablet**, cap size, marginal lines, ruled Esparto paper.

40 sheets to pad, per 100 .....	<b>\$18.00</b>
60 sheets to pad, per 100 .....	<b>24.00</b>

SWARM  
SWEEP



## DRAWING PAPER.

Suitable for use in drawing classes of public schools. Sold in single sheets of  $5\frac{1}{2} \times 8$ , also  $8 \times 11$ . This paper is sold by the pound only.

100 lbs., size  $5\frac{1}{2} \times 8$ , is equivalent to about 16,360 sheets.  
100 lbs., size  $8 \times 11$ , is equivalent to about 8,180 sheets.

Lots of 25 lbs. to 99 lbs.....	10c. per lb.
Lots of 100 lbs. to 499 lbs.....	14c. per lb.
Lots of 500 lbs. to 1,000 lbs.....	13c. per lb.

For Wholesale Prices see page 72.

# WHOLESALE PRICE LIST

## IMPORTANT

May, 1914.—Destroy all previous lists.

In order to overcome the possibility of having our wholesale prices to Retail Stationers and Business College Principals known by others who may secure our catalogue, we quote **Retail Prices Only** in our catalogue, and give **Wholesale Discounts** on this perforated sheet. When we are requested to send our catalogue to anyone who should not know our wholesale prices, we take out this sheet and forward the catalogue.

### COMMERCIAL TEXTS.

	RETAIL PRICE	TRADE DISCOUNT
Bookkeeping by Single and Double Entry (Complete).....	\$1.50	33 1/3%
Bookkeeping by Single and Double Entry (Introductory).....	.80	33 1/3%
Bookkeeping by Single and Double Entry (Advanced).....	.75	33 1/3%
Stationery and Forms for Intro. Bus. Pract.....	.15	40 %
Senior Forms and Vouchers for Complete Text.....	.80	40 %
The Canadian Standard.....	1.50	40 %
Office Work No. 1, or Actual Canadian Business Procedure.....	.45	40 %
Forms and Supplies for same.....	.40	50 %
Office Work No. 2—Groceries (Sprott).....	.50	40 %
Incoming Orders, Incoming Forms, and Envelope of Stationery.....	1.00	40 %
Loose Leaf Ledger (Student's).....	1.40	50 %
The New Method Arithmetic (McIntosh).....	1.25	40 %
Figure Reading (McIntosh).....	.45	40 %
Business Letter Writing and Follow-up Systems (Warner).....	.90	40 %
Students' Stationery for same.....	.20	50 %
12 Folders for Vertical Filing Cabinet.....	.10	40 %
How to Write a Business Letter (Fleming).....	.75	30 %
Pitman's Cumulative Speller—Commercial Edition (Smith).....	.40	40 %

There are two editions of Cumulative Speller—the "Commercial" and the "Shorthand." When ordering, always state edition wanted.

Canadian Business Speller (A. M. Kennedy).....	.40	45 %
Sprott's Writing System. Part 1.....	.10	25 %
Sprott's Metronomic System of Writing. Part 2.....	.25	40 %
Summary of Commercial Law (Anger).....	.75	33 1/3%
Digest of Canadian Mercantile Law (Anger), Eastern.....	2.00	30 %
Digest of Canadian Mercantile Law (Anger), Western.....	2.50	30 %
Telegraph Instructor (Dodge).....	1.30	40 %
Pitman's Commercial Dictionary—Boards.....	.25	40 %

### ACCOUNTANCY.

Group No. 1.....	Page 34.....	No discount
Group No. 2.....	Page 34.....	20% discount
Group No. 3.....	Page 34.....	30% discount
Group No. 4.....	Page 35.....	40% discount

# WHOLESALE PRICE LIST

(Continued)

## TYPEWRITING TEXTS.

	RETAIL PRICE	TRADE DISCOUNT
Pitman's Practical Course in Touch Typewriting (C. E. Smith)	\$0.50	30 %
Office Routine, a Business Practice for Stenographers (Sprott)	.50	40 %
Stationery and Supplies for same	.25	40 %
The New Universal System of Touch Typewriting (I. W. Patten)	.60	25 %

## SHORTHAND TEXTS AND ISAAC PITMAN PUBLICATIONS.

On all Isaac Pitman Publications marked * in Retail Catalogue, we allow	45 %
On all Isaac Pitman Publications marked † in Retail Catalogue, we allow	20 %
On Touch Typewriting, by C. E. Smith, we allow	30 %
On Rules of Shorthand in a Nutshell	30 %
On all other Publications, not including Periodicals and Note Books, we allow	40 %
On Subscriptions for Pitman's American Journal—Monthly	15 %
On Subscriptions for Pitman's English Journal—Weekly	15 %
On Subscriptions for Pitman's Shorthand Weekly—English	15 %
On Subscriptions for Phonographic Monthly	33 1/4 %
On Magazine of Business	15 %
On Commercial Self-Educator	15 %
On Pitman's Phono Note Books	30 %

Carriage, Postage, or Expressage on Pitman Note Books is additional, and should be added to amount remitted.

## BLANK BOOKS AND STATIONERY.

Blank Books, Stationery, Engrossing, and all Supplies listed in our Catalogue from page 53 to page 70 are quoted at **Retail Prices**, and are subject to a discount of **50% off Prices in Catalogue**.

Our listed retail prices for stationery are **not** supposed to be those at which our customers should sell these goods, but are only selected so that we may be able to quote a discount of 50%.

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